

## Nebraska Personal Responsibility Education Program (PREP)

### Request for Applications

#### DHHS Answers to Applicant Questions

**Date This Document Last Updated: June 16, 2011**

**For Questions Received Through: 5:00 P.M. – June 15, 2011**

Question	Answer
1. Is a copy of the TOP operations manual and/or curriculum available for review before submitting a letter of intent or an application? If so, what is the process for accessing the materials?	1. Yes. A copy of the curriculum and operations manual is available for review on-site at the DHHS offices located on the 3 <sup>rd</sup> floor of the Nebraska State Office Building, 301 Centennial Mall South, Lincoln, NE. Materials will be available beginning June 1, 2011 through June 24, 2011 and between the hours of 8 AM and 4:00 PM (CDT) Monday-Friday excluding holidays. Materials <u>must</u> be reviewed on-site and may not be Xerox copied, photographed or otherwise reproduced. Applicants wishing to review materials may schedule a review time with either Pam Farrens at (402) 471-2907 or Linda Henningsen at (402) 471-0538. A 24-hour <u>advance notice is required</u> and review time will be limited to 1 hour.
2. Are there any specific requirements for the <u>Letter of Intent</u> (due June 8) other than referencing the CFDA #, the name and address of the applying organization and the name, phone number, and email address of a contact person at the organization?	2. There are no specific requirements for the letter of intent however it would be appreciated if the letter contains the CFDA #, the name and address of the applying organization and the name, phone number, and email address of a contact person at the organization.
3. I have a few questions about the PREP RFA listed below: a. Is .25 FTE required or is this just an example? b. Is the budget in the RFA an example or is some flexibility allowed in where funds are allocated as long as we stay around 24,800 and maintain site budget categories? c. Is the .25 FTE personnel only for 9 months or is this expected to be a 12 months period/ year (14 month first year)?  d. The RFA states a minimum	a. The .25 FTE listed for the site facilitator in the example budget is the <u>estimated</u> amount of time needed for the site facilitator to <u>effectively</u> carry out all functions related to the facilitation of a TOP youth group as listed in Attachment 6 of the RFA. The .25 FTE is not prescriptive nor is the list of functions in Attachment 6 all-inclusive. b. Budget allocation for <u>each</u> TOP site (club) is \$24,800 and grant funds used by each site may not <u>exceed</u> this amount for each 12-month period (14-month in year 1). Some flexibility will be allowed in how sites budget this amount as long as the budget categories are maintained as listed in the example budget on page 9 of the RFA. c. The .25 FTE for site facilitator is based on a 12 month period (14- month in year 1). This includes duties associated with conducting the youth group sessions and community service

<p>of 25 youth. Is this number the total number that need to have completed all sections by the end of each term?</p>	<p>component during the 9-month school year as well as any follow-up activities, planning and related training during the 3 months youth are not in session.</p> <p>d. Each youth TOP group (or club) may not <u>exceed</u> 25 youth participants as required by Wyman Center. It is anticipated that the State's TOP sites will each enroll and serve 25 youth annually. It is recognized that the target population identified by the state can be transitory/mobile in nature and therefore not all enrolled youth will complete all sections of the program by the end of the term. However it is hoped that sites will make every effort to maintain an attendance/retention rate of at least 80%.</p>
<p>4. I have a series of question about the Prep Funding:</p> <p>a. In the RFA, it states that TOP youth participants gather for a minimum of 25 weekly meetings and at least 20 hours of community service over a <u>nine</u> month period. Can the community service projects and weekly meetings happen over a <u>12</u> month period?</p> <p>b. How long is each weekly meeting?</p> <p>c. How many people can attend the 2 1/2 day training for this grant? For example, there are multiple facilitators for multiple groups/levels given as in-kind resources.</p> <p>d. Is the 2 1/2 day training free or is there a cost associated with the training, beside mileage and lodging?</p> <p>e. Are indirect costs included in the tentative budget or are they in addition to the budget?</p> <p>f. For clarification of the answer to question #3b recorded on the answer to applicant questions on June 6, as long as the categories in the tentative budget stay static, we can move around monies to allot more or less in each category as long as the total amount comes in at no more than \$24,800?</p> <p>g. What does the budget category "on-site t/a-TOP personnel travel and</p>	<p>4.</p> <p>a. TOP<sup>®</sup> sites can tailor the program to meet local needs and concerns. However it is strongly urged that TOP<sup>®</sup> sites operate the weekly sessions and community service around the nine-month school year. It is recognized that some variation to this schedule may occur e.g. follow-up group discussion sessions and/or completion and follow up to the community service component during the summer months. It is also recognized that some target populations may be better served on a 12-month rather than 9-month basis. The state will consider all proposed operation plans in this regard.</p> <p>b. Weekly group discussion sessions must meet for a <u>minimum</u> of one (1) hour however an average of 1½-2 hours per group discussion session is recommended and preferred.</p> <p>c. The state will train one (1) site facilitator and one (1) administrative staff member for <u>each</u> TOP<sup>®</sup> site funded by the state (up to eight (8) sites). Additional facilitators to be employed for multiple groups/levels at any given site as in-kind resources may attend the training but at the applicant's expense. Training expenses are covered in Q&amp;A #d.</p> <p>d. There is no cost to participants (site facilitator and 1 administrative staff) to attend the 2½ day training as a <u>grant-funded TOP<sup>®</sup> site</u>. Costs associated with mileage and lodging for <u>grant-funded sites</u> will be paid out of the site's awarded grant funds. One set of the <i>Changing Scenes</i> curriculum will be provided at no-cost to each grant-funded site. Mileage and lodging for facilitators who are "in-kind" resources is not paid. Additional sets of the curriculum above the one set per site will be available for <u>trained</u> in-kind facilitators at a cost of \$500 per set. There may be a nominal charge (\$15-\$20) to in-kind facilitators to cover costs associated with food provided during the 2½ day training. Exact costs, if any, to in-kind facilitators will be determined following final selection of the state's TOP<sup>®</sup> sites and determination of numbers to be trained.</p>

<p>materials" mean/include?</p> <p>h. In reference to Mandatory Requirement #5 (Equal Access) on page 12 of the RFA, can you clarify what is meant by equal access? For example, if a partner's mission focuses on girls but has the capacity and experience in reaching out to boys, would this meet this requirement?</p>	<p>e. Indirect costs are allowed and may be added as an additional category in the budget. However, total budget amount may not exceed \$24,800 <u>including</u> the indirect cost category. Indirect costs could be identified as cost-sharing resources if the applicant chooses. In either case, the applicant must include a copy of their negotiated rate agreement as applicable. See the answer to #f below for information specific to submission of a budget.</p> <p>f. Some flexibility of how funds are allocated among the budget categories will be allowed "within reason" as long as the categories specified in the budget on page 9 are retained and total budget does not exceed \$24,800. As a general rule, total budget category changes should not exceed 10% of the total budget or \$2,480. Although applicants were not required to submit a budget as part of their application, <u>selected</u> applicants will be required to submit a budget as a condition of their award. Budget changes exceeding 10% will require prior approval.</p> <p>g. Wyman TOP<sup>®</sup> Personnel will be providing on-site technical assistance (t/a) to Nebraska's PREP sub grantees for TOP<sup>®</sup> sometime during the spring of 2012. Costs identified in this budget category were <u>estimated</u> for any additional travel costs (lodging/mileage/food) and t/a materials needed by TOP<sup>®</sup> or site personnel to complete these t/a visits. The category amount listed in the budget on page 9 of the RFA was an estimate. It may be possible that not all the funds allocated for this category will be needed and therefore available for other site needs relative to the TOP<sup>®</sup> program.</p> <p>h. Equal access means that youth cannot be denied participation in a TOP<sup>®</sup> program based on gender. Though an applicant's mission focuses on one gender, the applicant must provide an opportunity to participate to both genders.</p>
<p>5. Question regarding #4 (Instructional Content) on page 12 of the RFA: One of the programs provided by our agency is Family Planning. By law we must provide contraception and education (which could include demonstration) to anyone that requests it. Is it possible for our agency to provide services to a person through the TOP program, and at another time see the individual through our Family Planning program?</p>	<p>5. Selected applicants who provide TOP<sup>®</sup> must adhere to the requirement outlined in #4 "Instructional Content" as specified in the RFA, page 12. Selected applicants who also operate a Title X Family Planning program may provide programs and services that contradict this requirement. These Title X programs and services are permissible but must be provided in a separate setting and distinct from the TOP<sup>®</sup> activities. Adhering to the TOP<sup>®</sup> requirements specific to Instructional Content will not jeopardize the applicant's status under Title X.</p>

<p>6. Regarding the Community Service requirement:</p> <p>a. Does each participant choose a project that they find desirable, or does the group pick a project and complete it as a unit?</p> <p>b. Is there a required amount of supervision by the PREP staff to be given to the participants while completing the Community Service projects?</p> <p>c. Are participants insured? Or do we have guardians sign a responsibility waiver? I am concerned that should a participant be injured while volunteering that we would need to have them insured to cover any medical costs associated with the injury.</p>	<p>6.</p> <p>a. The Community Service component can be a group and/or individual project depending on what best fits the needs and developmental level of the youth participants as well as the community resources available for this component. It should be on-going and regularly scheduled as opposed to occasional or sporadic. Youth participants should take an active role in selecting and planning the community service project as part of their weekly group meetings. Implementing the community service component is a topic covered in the 2½ day training provided to the TOP<sup>®</sup> sites.</p> <p>b. Generally TOP<sup>®</sup> site personnel (usually the site facilitator) accompanies youth to the community service project site for their first few visits and then periodically as often as possible. However, for Nebraska, a participation consent mechanism will be implemented by the state as part of the site's requirements. This consent would necessitate that site personnel accompany all off-site activities at all times. See answer #c for more information on the consent mechanism.</p> <p>c. The state does not provide insurance to youth participating in TOP<sup>®</sup> as part of Nebraska's PREP program. However, the state will require that selected TOP<sup>®</sup> sites obtain parental/guardian consent for youth participation. A consent document is being developed for this purpose which may or may not meet "release of responsibility" requirements for any applicant/agency. Applicants should consider this and be prepared to provide any additional consent provision to meet their agency/organization requirements.</p>
<p>7. Can we get an idea of how many people will be applying and if anyone in our area may be applying? We may try to coordinate efforts.</p>	<p>7. The Department makes every effort to provide for a fair and equitable application process. As a matter of standard practice in this regard, information specific to the number and/or identity of entities submitting Letters of Intent to Apply is not provided.</p>
<p>8. Will a list of the organization be posted who have submitted a Letter of Intent (LOI) for the PREP grant funding? If so, what timeframe would this occur?</p>	<p>8. Refer to answer for question number 7.</p>
<p>9. Clarification requested on the placement of attachments and if the placement of the attachment determines, whether it is included in the page limits.</p>	<p>9. Only tables, charts and figures used to demonstrate and/or illustrate specific text should be numbered and placed <u>in the narrative</u> as close as possible to the referencing text, e.g. "...table #1 illustrates the teen pregnancy rates by age found in xyz county...." All other supportive documentation e.g. proof of non-profit status, indirect rate agreement, MOA/MOU and support letters should be included as attachments as needed.</p>

	<p>Attachments should be numbered and referenced as such in the <u>narrative text</u>. Attachments are not included in the page limits nor limited to the examples given but should only be included to support and/or illustrate information provided in the narrative.</p>
<p>10. As an agency with multiple sites, my question is will multiple sites under the umbrella of one agency be allowed to apply for individual program PREP funding respective to the individual site or is it restrictive to one application per the overall umbrella agency?</p>	<p>10. Applications are not restricted to a single site. Applicants proposing to fund more than one site with grant funds (@\$24,800 each) should submit one application as the “umbrella” organization but specify how many sites are proposed and how many of these are to be supported by grant funds @ \$24,800. A separate application for <u>each site</u> is not required.</p>
<p>11. My question is with regard to <b>#7. Referrals</b> on page 13 of the RFA which states applicants must agree to refer youth to appropriate social or health services when necessary and as appropriate. It further states that <b>Applicant must provide assurances that neither it nor the health care provider will refer for, perform, or counsel for abortion.</b> Under Exhibit 2, F and G both reiterate the same. As a delegate recipient of Title X funds, our agency is required to make referrals known to an individual for all options. However, we do not perform abortions. With this requirement, does this eliminate Title X entities from applying?</p>	<p>11. Selected applicants receiving grant funds to implement a TOP<sup>®</sup> site must adhere to <u>all</u> mandatory requirements as outlined in Section III, Item C-#1-9. Applicants who are Title X agencies must operate their TOP<sup>®</sup> site in a separate setting and distinct from programs and services provided under Title X. Title X applicants will need to identify a referral source that meets all referral requirements <u>found on RFA page 13, #7 Referrals</u>. See Question and Answer numbers 5 and 12 for related information.</p>

<p>12. In Exhibit 2, #K of the RFA on page 40, please clarify what is meant by this.</p>	<p>12. In error, a word was omitted in Exhibit 2, #K of the RFA on page 40 and <u>should</u> read: “The sub-recipient assures that it will adhere to the instructional content of the Wyman’s curriculum for TOP<sup>®</sup> with the exception that it will <b>not</b> demonstrate or provide any form of contraception to any youth participating as a member of the state’s TOP<sup>®</sup> program.” This corrected language as stated here is part of the Terms and Assurances document and reiterates the Mandatory Requirement for Instructional Content as referenced in #4 on page 12 of the RFA. Selected applicants <u>will be required</u> to sign and submit a corrected Terms and Assurances document inclusive of a corrected Exhibit 2. A revised Terms and Assurances document, inclusive of this correction is now posted on the PREP RFA page at the following link for this purpose: <a href="http://www.dhhs.ne.gov/LifespanHealth/Adolescenthealth/RFP/PerResp.htm">http://www.dhhs.ne.gov/LifespanHealth/Adolescenthealth/RFP/PerResp.htm</a></p>
<p>13. Is any elaboration possible on what information is being sought in the “Assessment Results” section as noted in Section B – 3<sup>rd</sup> Bullet on page 18?</p>	<p>13. Applicants should assess what social and health services are available in the proposed community/region serving the TOP<sup>®</sup> youth participants. These services may include but are not limited to CHIP/Medicaid, economic/family support assistance including food, and transportation, behavioral treatment services and physical health care. The applicant should provide a description of these available services including related referral links currently used and/or established by the applicant. This information should be provided in Section “B” – Applicant Readiness of the Application Narrative.</p>
<p>14. Are there any specific requirements when referring to the "referral methods/mechanism for and oversight of social/health services" (pg. 18 third bullet under C)? What are you looking for with "oversight"?</p>	<p>14. There are no <u>specific</u> requirements when addressing referral methods/mechanism for and oversight of social/health services. Broadly speaking, information should explain the applicant’s mechanism (procedure/system) in place or developed for purposes of making social/health referrals including steps, sequence and/or progression of accessing and using the mechanism and the process or <u>protocol</u> in place for oversight (management/quality control) of the referral mechanism.</p>
<p>15. Are there any specific requirements when referring to the "referral mechanism for participant social/health services" (pg. 18 third bullet under D)?</p>	<p>15. The third bullet under “D” on page 18 of the RFP is redundant to the information sought as referenced in question #14 of this FAQ. Applicants may disregard this bullet in developing component “D” of their application.</p>

<p>16. We are a Title X Family Planning provider. We do not believe that it will be a problem to find space for our group meetings at a site outside of our Title X office. However, it will be necessary for staff to work (including making phone calls to participants) on other requirements of the grant at our Title X site. Should the PREP staff need to meet individually with a participant this will also need to be done at our Title X site. We have an office at our Title X site that we can use and designate as a prep office, but it is not possible for us to perform these administrative tasks, and individual meeting away from our Title X site. Does that meet the intent of the requirement.</p>	<p>16. Duties and tasks related to the administration of the PREP grant for an individual Title X agency may be performed at an office located at the Title X agency site. Programming provided to any TOP<sup>®</sup> youth/student including individual follow up meetings, activities and/or any other participant contact specifically related to or resulting from any aspect of the youth/student's participation in TOP<sup>®</sup> must be provided in a separate setting and distinct from the Title X site. Applicants are encouraged to be resourceful in recruiting community partners that can provide appropriate youth facilities in this regard.</p>
<p>17. Page 4 of the RFA, states: "Funding Purpose: Funds must be used for a program designed to educate adolescents on both abstinence and contraception to prevent pregnancy and sexually transmitted infections, including HIV/AIDS, and at least three adulthood preparation subjects." The answer in response to question 12. states: " .... The sub-recipient assures that it will adhere to the instructional content of the Wyman's curriculum for TOP with the exception that it will <b><u>not</u></b> demonstrate or provide any form of contraception to any youth participating as a member of the state's TOP program". These two statements seem to be in direct opposition - How does one <b><u>educate</u></b> participants about contraception without being able to <b><u>demonstrate</u></b> the use of that contraceptive?</p>	<p>17. For purposes of Nebraska's PREP grant and youth participating in the TOP program, contraception education offered by TOP site facilitators to participating youth will be limited to providing general knowledge and understanding of contraception including information on the types available and their effectiveness/failure rates. Though "demonstration" activities are considered an ingredient or element of some educational methodologies, this element is not essential or necessary for an educational session to be considered successful.</p>